



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-6

December 31, 1997

Joe C. Graham, Treasurer
Halliburton PAC
1700 South Highway 81
Duncan, OK 73536

Identification Number: C00035691

Reference: Amended Statement of Organization dated 10/23/97

Dear Mr. Graham:

This letter is to inform you that as of December 30, 1997, the Commission has not received your response to our request for additional information, dated December 10, 1997. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy enclosed).

If no response is received within fifteen (15) days from the date of this notice, the Commission may choose to initiate audit or legal enforcement action.

If you should have any questions regarding this matter, please contact Debbie Manzano on our toll-free number (800) 424-9530 or our local number (202) 219-3580.

Sincerely,

A handwritten signature in dark ink, appearing to read "John D. Gibson", is written over a horizontal line.

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-1

DEC 10 1997

Joe C. Graham, Treasurer
Halliburton PAC
1700 South Highway 81
Duncan, OK 73536

Identification Number: C00035691

Reference: Amended Statement of Organization dated 10/23/97

Dear Mr. Graham:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-The name of your connected organization, Halliburton Energy Services, Inc., must be included in the name of your political committee. While committees may use commonly recognized abbreviations on daily communications such as letterhead and committee checks, committee filings (Statement of Organization, disclosure reports and amendments) must reflect the official name of the connected organization, as well as any abbreviation, within its title. 2 U.S.C. §432(e)(5)

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,

Debbie Manzano

Debbie Manzano
Senior Reports Analyst
Reports Analysis Division

